

INTRODUCTION

Policies and practices which are applicable to faculty are set forth in the *Faculty Handbook*. The *Staff Personnel Handbook* provides information regarding policies and practices for administrative, secretarial, and clerical employees of the University of Mobile.

You should familiarize yourself with the contents of this handbook so that you may comply with University policies, procedures, and regulations. You are required to read and understand its contents.

While this handbook is designed to provide information about the policies and operation of the University of Mobile, specific policies are often paraphrased. If you have questions about a specific policy, you may wish to refer to the official *University of Mobile Policy Manual*. A copy of this manual is located in the office of the president, the office of the vice president for academic affairs, the office of institutional effectiveness, and the library. All policies concerning the operation of the University of Mobile require approval by the Board of Trustees.

Selection, placement, and promotion of employees at the University is made justly and fairly on the basis of the most qualified as determined by the University administration without regard to race, color, national origin, or marital status. Sex, age, and physical condition will be considered only when necessary to meet the demands of specific job qualifications.

The public relations office coordinates publicity (print and broadcast) for all University sponsored events and activities. The following steps have been identified for increasing publicity through local, regional, and national media.

- A. Anyone interested in promoting any University activity, program, lecture, reception, or other event should contact the director of public relations at least three weeks prior to the event (in order to receive maximum coverage).
- B. The director of public relations will distribute press releases and announcements to the appropriate radio, television, and newspapers.

4.33 *Reporting an Accident*

As soon as possible, after an injured person has been attended, the senior administrator of the office in which the injured person works must make a complete accident report to the vice president for campus operations. These accident report forms are available in the business office. Worker's compensation laws and Occupational Safety and Health Administration (OSHA) legally mandate such reports. Should medical treatment be required, the business office will forward a copy of the report to the worker's compensation carrier.

It is often questionable as to whether a report should be completed on very minor injuries. Minor injuries, however, often have subsequent complications so, if in doubt, a report should be made.

4.34 *Safety*

Discussed in 2.15.4.

4.35 *Security on Campus*

Contract security personnel patrol the campus twenty-four hours a day, seven days a week, and have responsibility for building security, as well as overall campus security. They are responsible for assuring that persons entering secured buildings are authorized to do so. Additionally, they are authorized to assure that all persons on campus are authorized to be on University property and cooperate with security personnel in carrying out their duties.

All security violations are to be reported as soon as possible to the office of campus operations (442-2433), or to the security officer at 510-4273, or to the nearest University official.

4.36 *Smoking*

Smoking is prohibited in all areas of all buildings. The University has no specific policy on smoking on the grounds but expects smokers to observe fire safety precautions and to deposit waste materials in containers provided.